

# SUBMITTAL REQUIREMENTS

## FINAL PLAT

City of Renton Development Services Division  
1055 South Grady Way-Renton, WA 98055  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** To ensure the proposed land division is in accordance with City of Renton's adopted standards and consistent with the approved Preliminary Plat. In addition, final review is used to verify compliance with any required conditions.

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s), please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**PLAT NAME:** Please ensure that the final plat name is consistent with the name used for the preliminary plat application.

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. An appointment to submit your application is not necessary. Due to the screening time required, applications delivered by messenger cannot be accepted.

**All Plans and Attachments must be folded 8 ½" by 11"**

### APPLICATION MATERIALS:

1. ☐ **Public Works Approval:** Please provide confirmation that required improvements have either been substantially installed or deferred.
2. ☐ **Waiver Form:** If you received a waiver form, please provide **5 copies** of this form.
3. ☐ **Confirmation of Compliance with all Conditions of Plat Approval:** Please provide **5 copies** of a statement detailing how all conditions of plat approval have been addressed.
4. ☐ **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.

5. ☐ **Land Use Permit Master Application Form:** Please provide the **original plus 5 copies** of the **COMPLETED** City of Renton Development Services Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
6. ☐ **Environmental Checklist:** You may be requested to provide **5 copies** of an updated Environmental Checklist If more than two years have elapsed since the Preliminary Plat Approval. If a particular question on the checklist does not apply, fill in the space with "Not Applicable."
7. ☐ **Post Office Approval:** Please provide confirmation the Post Office has approved your mailbox location(s). Contact Bill Sansaver of the Post Office at (425) 255-6389 or 1-800-275-8777.
8. ☐ **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
9. ☐ **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.
10. ☐ **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Development Services Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.
- Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.
11. ☐ **Density Worksheet:** Please submit **5 copies** of a completed density worksheet for all residential projects.
12. ☐ **Overall Plat Plan:** If the scale of the project requires multiple plan sheets, please enclose **5 copies** of the entire plat plan on a single sheet.
13. ☐ **Plat Plan:** Please provide **5 copies** of a fully-dimensioned plan prepared by a State of Washington registered professional land surveyor in accordance with RCW 18.43.020, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Development Services Division ) and including the information required by the City of Renton Subdivision Regulations:
- Name of the proposed plat and space for the future City file number
  - Names and addresses of the engineer, licensed land surveyor, and all property owners
  - Legal description of the property to be subdivided
  - Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet
  - Vicinity map (a reduced version of the neighborhood detail map defined previously)
  - Drawing of the subject property with all existing and proposed property lines dimensioned

- Location of the subject site with respect to the nearest street intersections (including driveways and/or intersections opposite the subject property), alleys and other rights of way
- Names, locations, types, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations. City code requires that private access easements be created via easement rather than creation of a separate tract
- Location and dimensions of all easements referenced in the plat certificate with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location, distances from existing and new lot lines, and dimensions of any existing structures, existing on-site trees, existing or proposed fencing or retaining walls, free-standing signs, and easements
- Location of existing conditions on or adjacent to the site which could hinder development

A legend listing the following included on the first sheet of the Preliminary Plat Plan:

- Total area in acres of proposed plat
- Proposed number of lots
- Zoning of the subject site
- Proposed square footage (gross and net) of each lot (net reflects deductions of private access easements and those portions of the lot narrower than 80% of the minimum lot width)
- Square footage of land in critical areas
- Square footage of land in critical area buffers
- Square footage of land in publicly dedicated streets
- Square footage of land in private access easements
- Density proposed and density permitted by code

For **commercial/industrial properties** please also include the following in the legend:

- Total area of existing impervious surface
- Total area of existing undeveloped area
- Square footage (by floor and overall total) of each individual building and/or use
- Building footprint area
- Percentage of lot covered by buildings and structures
- Total area of pavement (existing to remain and new)
- Total area of landscaping
- Building setbacks (required and proposed) between all structures and property lines
- Parking analysis per lot including the number of parking spaces required and provided

14. ☐ **Landscape Plan, Detailed:** Please provide **3 copies** of a Landscaping Plan (Detailed) meeting the requirements of RMC 4-8-120D.
15. ☐ **Irrigation Sprinkler Plan:** Please provide **3 copies** of an Irrigation Plan meeting the requirements of 4-8-120D.
16. ☐ **Wetland Mitigation Plan:** (Only for projects with wetlands). Please provide **3 copies** of a **Final Mitigation Plan** meeting the requirements of RMC 4-8-120D.
17. ☐ **Stream and Lake Mitigation Plan:** (Only for projects with streams/lakes). Please provide **3 copies** of a plan meeting the requirements of RMC 4-8-120D.
18. ☐ **Calculations:** Please provide **3 copies** of complete field calculations and computations noted for the plat and details (if any) of all distances, angles, and calculations together with information on the error of closure. The error of closure on any traverse shall not exceed 1' in 10,000'.

19. ☐ **Monument Cards:** When a monument(s) is installed as part of the project, please provide **2 copies** of a form obtained from the City Technical Services Division and filled out by a surveyor providing information regarding a single monument, including the Section, Township and Range, method of location, type of mark found or set, manner of re-establishment of the single monument (if applicable), description, and a drawing showing the location of a single monument and indicating a reference point to that monument.
20. ☐ **Certificate of Incorporation:** Please provide **3 copies** of a State of Washington, *Secretary of State Certificate of Incorporation* for the plat's Homeowner's Association.
21. ☐ **Plan Reductions:** Please provide **one 8 ½" x 11" photographic reduction** of all required full size plan sheets, which include: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. A photographic reduction is a photo quality (not transparent) copy of a digitally scanned original document. Copy machine reductions or plotted reductions cannot be accepted. Please ensure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the photographic reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Royal Reprographics (425)-251-8230, Litho Design (206) 574-3000, The Copy Company (206) 622-4050, and Reprographics NW/Ford Graphics (206)-624-2040, (425) 883-1110, (253) 383-6363 provide this service.

**All Plans and Attachments must be folded to 8½" by 11"**

**REVIEW PROCESS:** Once the Final Plat application is submitted to the Development Services Division, the materials will be routed to those City departments having an interest in the application. Reviewers have approximately two weeks to return their comments to the Development Services Division. All comments and any requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant re-submits the revised plans and/or documents for review. The time frame for Final Plat processing is largely dependent upon application completeness and prompt turnaround time of revisions.

As part of the review process, the Development Services Division will ensure improvements have been installed and approved and that all conditions of the preliminary plat approval have been met. Once the applicant has demonstrated these items have been addressed through either a confirmation of improvement installation approval or letter of deferral, the City will schedule the Final Plat for review by the City Council. A City Council action to approve, modify, or reject the Final Plat shall be final and unless within 30 days from the date of Council action, the applicant obtains a Writ of Review from Superior Court to review the City Council action.

**DEFERRAL OF IMPROVEMENTS:** The Final Plat may not be recorded until all improvements have been completed and approved by the Development Services Division or a letter of deferral has been obtained. The applicant may request a letter of deferral from the Board of Public Works and post security for any improvements that have not been completed.

If a developer wishes to defer certain on-site improvements for more than 90 days after obtaining Final Plat approval, then a written application shall be made to the Board of Public Works. Should the Board of Public Works so rule, then full and complete engineering drawings shall be submitted as a condition to the granting of any deferral. Upon approval by the Board of Public Works for such deferment, the applicant shall thereupon furnish security to the City in the amount equal to 150% of the estimated cost of the installation and required improvements.

**Time Limits:** Such security shall list the exact work that shall be performed by the applicant and shall specify that all the deferred improvements shall be completed within the time specified by the Board of Public Works, and if no time is specified, then no later than one year.

**EXPIRATION OF FINAL PLAT:** A final plat which has not been recorded within six months after approval by the City Council shall expire and be null and void. The plat may be resubmitted as a preliminary plat.